

Where Will exists, Skill can grow.

Applicant Handbook

BLOOMSKILLSCENTRE.COM





Welcome To Bloom Skills Centre

Bloom Skills Centre is a non-profit organization focused on education and skills development. We provide unique programming for young adults aged 18-30, with intellectual and developmental exceptionalities, who wish to work towards greater independence and future employment.

We are very excited that you are interested in joining our programs. We believe that the best way we can work together is with clear communication. Handbook This outlines policies for our our organization, and will help provide а clear understanding of what is required to work together.

VISION

Our Vision is simple: Where Will exists, Skill can grow.

This means that when people show up with a willingness and openness to work and learn, they can learn new skills, regardless of their exceptionalities. We all have areas of strength and we all have areas of opportunity. We try and utilize the areas of opportunity.

MISSION

Our mission is to offer accessible skills training and learning opportunities for young adults with intellectual and developmental exceptionalities. We understand that continued learning leads to greater independence and employment possibilities. In the right conditions, everything blooms in its own time.



WELVALUE OUR BLOOM SKILLS



LOCATION

We run our programs in various parts of Kingston. Be sure that you confirm that transportation isn't an issue to the programs you sign up for.

Most of our Root Programs are held at the Kingston Community House at 99 York St. Kingston. This centralized locations allow us to execute a lot of experiencial trips to grocery stores, laundromats, and fitness centres.

CommUnity Café Program- 263 Weller Ave. Unit #4

Birds, Bees, and Butterflies Program-Lakeside Community Garden, 670 Front Rd. Kingston

CORE VALUES

We treat each other with respect, dignity, and compassion

We build relationships on honesty, trust, and integrity

We embrace our diversity

We are committed to inclusion, acceptance, and unity

We encourage innovation through empowerment

We create independence through a learning environment



Bloom, Students, and Parents/Caregivers: A Recipe for Success

It has been our experience when supporting our students, that the role of a parent or caregiver is vital. It requires the right balance of support but also letting go. All of our participants are over the age of 18, which means that they are legal adults and unless a caregiver has legal Power of Guardianship, we need the student's permission to share information with you. This means that any information that we send home or share, including this workbook, needs to be known, understood and approved by the participant.

In addition, the key factor to success in our programming is willingness. This has to come from the participant. Many parents and caregivers want their loved ones to enter our programming however, if the participant doesn't want to be there, it is never successful and can be disruptive for those that do come to learn. We want our participants to be successful and that starts at entry.

BLOOM SKILLS CENTRE POLICIES

Our policies are designed for your wellness and the wellness of the entire team at Bloom Skills Centre. Please review our policies and requirements for program participation. Ask for help from a parent or guardian if there are any that you don't understand.

Personal Care Skills

- o I can navigate the washroom with complete independence.
- I have good hygiene and commit to keeping my nails trimmed and clean and thoroughly bathing and grooming myself on a regular basis. This includes brushing teeth, washing hair, and using deodorant
- I will ensure that I am diligent about avoiding any undesirable habits including nail biting, nose picking, and inappropriate self-touching.
- I understand that the Bloom Skills Centre has a dress code for my safety, and I will follow the Bloom Skills Centre Dress and Hygiene Code as follows:

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- i.Shoes: Shoes must be closed-toed with a secured heel. No flip-flops or sandals. In the Garden, clogs can be worn.
- ii.Clothing should be clean and neat without holes or tears. Minimal jewelry should be worn.
- iii.Not acceptable:
- a. Clothing where sensitive skin (shoulders, midriff, back, arms) is exposed. We do a lot of learning with hot objects, sharp objects, outdoor work, etc. We want to ensure that students are well covered incase of an accident or to prevent sunburn. If you have questions about what is appropriate for your program, don't be afraid to ask.
- b. Shirts with offensive/inappropriate language and/or graphics.
- c.Pants that show underwear or are not secured at the waist (in other words no "sagging"). This can be a tripping hazard and if a student is carrying a hot or sharp object, it could lead to injury.
- d.Sleepwear of any kind.
- e.Dangling jewelry of any type (includes body piercings).

Self-Help Skills

- I am able to self-regulate with independence and have a number of selfregulation strategies that I can use when I feel frustrated, sad, anxious or angry.
- I commit to asking for help and support when I feel that I need guidance and am facing a challenging situation.
- I have not demonstrated any self-injurious behaviour in the past two years. I
 commit to not using self-injurious behaviour in the program and if there is an
 issue, I will ask for help and let a staff member know I am upset.
- I have not demonstrated any behaviour that is injurious, violent, or inappropriate to others in the past two years. I commit to not using injurious, violent, or inappropriate behaviour towards others and I will ask for help and let a staff member know if I am upset.

BLOOM SKILLS CENTRE POLICIES CONTINUED

Social Skills

- I am keen to connect with other people in an appropriate fashion and commit to continuing to build on my relationship cultivation and management skills.
- I accept others for who they are.
- o I commit to doing my best to be responsive and amenable if plans change.
- I am eager to learn and be part of a team. This will need my full attention so I will leave my phone turned off and put away while in the program.
- I understand that I am part of a team where others are also trying to work or learn. I will not participate in yelling, verbal taunting, or other behavior that could disturb other team members
- I will only speak kindly to others and not spread rumors, slander, gossip and/or lies. I will not use abusive language, profanity, obscene gestures, or other improper behavior. I understand that if the staff of Bloom Skills Centre feel that I am a threat to myself or others, I might be asked to leave the program.

Collaboration Skills

- I recognize that I am a part of a team at Bloom Skills Centre and will strive to have consistent attendance in order to fulfill my commitment of attending 100% of programming. Exceptions to this are periods of illness, extreme weather or scheduled vacation days.
- o If I miss days of a scheduled course, I will not receive a certification of completion, however, I will have the opportunity to retake those lessons in the next scheduled course of the same topic.
- If I am going to be absent, I will notify the Bloom Skills Centre Executive Director before my next scheduled time to be at the program.
- I will be punctual and on time for programming.
- o I will work positively and supportively with others.

BLOOM SKILLS CENTRE POLICIES CONTINUED

Medical Needs/Illness

- I do not have a medical condition that requires support from a trusted adult.
- o If I do have a medical condition, I am able to confidently and capably navigate my needs with independence.
- I am able to meet the physical requirements of the program which includes but is not limited to standing, bending, twisting, and lifting up to 30lbs comfortably. I understand that this is a requirement for the occupational skills that I am developing.
- When ever I have ANY newly developed symptoms of illness including but not exclusive to: sore throat, cough, sneezing, runny nose, fever, headache, body aches, abdominal pain, vomiting or diarrhea, or a general feeling of unwellness, I will stay home, letting the team at Bloom Skills Centre know that I won't be in attendance.
- I also understand that if any signs of illness begin when I am at the program, I will need to immediately go home and will not be able to return until symptoms are gone.
- o If I contract COVID 19, I will comply to the policy of Bloom Skills Centre which states that I cannot return to the Centre for at least 10 days after my symptoms first begin, and I will wear a properly fitting N95 mask until 15 days after my first symptoms. If symptoms persist after the 10th day of the first sign of symptoms, I won't return until they are gone.
- o If someone in my household contracts COVID-19, I will stay home until all members of my household are passed 10 days of their first COVID symptoms.
- I understand that if the Executive Director and Program Managers suffer from illness, the program might not run until they are recovered.

Accidents/Injuries

• I understand that if an accident or injury happens, I will let one of the staff know that I am hurt. They will provide basic first aid but if I need emergency care, they will call 911, and paramedics will take me to the hospital. If an accident or injury requires treatment by a physician, but is not considered to be life threatening, my parent/guardian/emergency contact will be called to take me for treatment. In the event this person is not available, the staff will arrange transportation (if necessary) to medical services

BLOOM SKILLS CENTRE POLICIES CONTINUED

Emergency Contacts

If I move, or if my parents/guardians move, get new phone numbers, or have a new email address, I will notify Bloom Skills Centre and update my emergency contact information so that they can reach the people who care about me if there is an emergency.

Safety Regulations

- I will participate in safety and evacuation drills.
- I will wear safety equipment when required. Bloom Skills Centre will provide the equipment.
- I won't participate in running, "horseplay", scuffling or other activity that could harm or endanger myself or others.
- o I will not operate machinery and/or tools without proper training.
- I will operate machinery in a safe manner.
- I will report accidents to your supervisor or staff immediately.
- I will not leave the building for any reason without notifying my supervisor or staff member.
- I will not participate in any illegal behaviour including: theft, alcohol or drug use, or destruction of property.

Money and Valuables

• I will not bring more money than I need for each day. I understand that Bloom Skills Centre cannot be responsible for money or valuable items I bring to the Centre. Bloom Skills Centre recommends a limit to the money I bring to the program of \$20 unless otherwise indicated. If a piece of jewelry cannot be replaced (family heirloom, etc.) or if it is very valuable, it is recommended that I do not wear this piece of jewelry to Bloom Skills Centre.

Severe Weather

 I understand there may be occasional days where severe weather might affect programming. I will be notified by the staff of Bloom Skills Centre if there are any closures.



I understand that there may be issues and/or circumstances that arise outside of these policies and guidelines. I understand that Bloom Skills Centre will try to accommodate and support me in these scenarios, however, Bloom Skills Centre reserves the right to end my enrollment in the program if a resolution cannot be found.

Participant's Printed Name	Date
Participant Signature (or Legal Guardian)	Date
Executive Director	Date